

~~SECRET~~
~~CONFIDENTIAL~~

28 January 1964

MEMORANDUM FOR THE RECORD

SUBJECT: Agency Position Schedule Bond

1. Certifying Officers who are designated custodian of funds at their stations (Class A) will be carried under Agency Position Schedule Bond as Area Disbursing Officers w/bond coverage of \$25,000.

2. All other SF personnel at Class A Stations who are under the Finance Officers (who is the C.O. normally) will be carried under the APSB as Assistant Area Disbursing Officers w/bond coverage of \$10,000.

3. Certifying Officers will be carried under APSB w/coverage of \$5,000 regardless of location.

25X1A6a

4. Finance Officers (Certifying Officers) at [] JMWAWE, OSA will also be handled as Area Disbursing Officers w/coverage of \$25,000. All other SF personnel in these particular installations will be covered as Assistant Area Disbursing Officers w/bond coverage of \$10,000.

25X1A6a

25X1C

5. Class B Stations are to be carried in APSB as Assistant Area Disbursing Officers = \$10,000, (usually Chief of Station and an alternate.)

6. [] revolving funds previously carried as Assistant Area Disbursing Officers in APSB are to be checked by [] to see whether they are truly Imprest Funds and if so, determine where they should be placed in the APSB. Most of these handle funds of around \$50,000 I'm told and that is why AADO was used.

25X1A9a

7. Request Monetary Division to keep Director of Finance advised of changes in Personnel who have to be covered (currently this is being done by personnel action).

| | | | | | |
|------------|----|----------|----------|-----------|---------|
| DOC | ✓ | REV DATE | 14/03/80 | BY | 01899J |
| ORIG COMP | 38 | OPI | 38 | TYPE | 2V |
| ORIG CLASS | 5 | PAGES | ✓ | REV CLASS | C |
| JUST | 2V | NEXT REV | 26/0 | AUTH | NR 10-2 |

~~SECRET~~
~~CONFIDENTIAL~~

GROUP 1
Excluded from automatic
downgrading and
declassification

~~SECRET~~

~~CONFIDENTIAL~~

(2)

11,

8. Imprest Funds over \$5,000 - Mr. [] is to check and advise whether we should increase coverage by establishing another category such as Cashier E (\$10,000 or \$15,000) depending on amount of Imprest Fund.

25X1A9a

9. Decision was reached to reduce the number of Agent Cashiers carried under APSB previously from 6 to 4.

10. Request RI to put Director of Finance on distribution for new stations and bases.

[]

25X1A9a

Administrative Officer
Office of Finance

~~SECRET~~

~~CONFIDENTIAL~~

GROUP 1
Excluded from automatic
downgrading and
declassification